Welcome to your In briefing as a Temporary Federal Excepted Service Technician.

Press the space bar to go forward or the backspace button to go back.

What is a Federal Excepted Service Technician?

With your selection as a National Guard Technician, you have become a federal employee covered by the National Guard Technician Act of 1968 (Public Law 90-486).

Because of this law, you are referred to as a military technician. Your primary mission as a military technician is to provide day-to-day continuity in the operation and training of Army and Air National Guard units.

What is a Federal Excepted Service Technician?

Military Technicians are employees of the Department of Army or Department of the Air Force. Military Technicians are required to maintain military membership in the National Guard in order to retain employment. These military technicians are referred to as dual-status technicians.

However, unlike other Federal employees, the Adjutant General has the authority to affect employment and is the level of final appeal for most personnel actions. With few exceptions, a military technician enjoys the

What is a Federal Excepted Service Technician?

- **Positions in the National Guard Technician Program that require military membership in the National Guard as a condition of technician employment are in the excepted service under the provisions of 32 USC 709.**
- **This status means you are “excepted” from the rules that govern civil service employees in the areas of tenure and competitive requirements for appointments. Loss of military membership for any reason will cause**

The Mission of the Human Resource Office:

Plan, direct and administer human resource programs for all full-time National Guard personnel to ensure relevance by leveraging technology, improving our processes and disseminating timely and accurate information so that we can provide a trained and ready workforce to meet mission requirements.

Purpose of the HRO

- Our office assists West Virginia National Guard Soldiers and Airmen with every aspect of their career as a Federal Technician.
- There are several functional areas within the HRO to include Staffing, Classification, Training, Benefits, Labor Relations/EEO, Retirements and Worker's Compensation. All of these areas work together like spokes in a wheel to effectively manage the full time Technician force in the National Guard.
- Outside of in-processing we also assist technicians in making choices and resolving issues regarding benefits (health, life, disability, tsp, vision, dental, the list goes on and on).
- We make site visits to various locations in the field and out brief technicians who are deploying. We also routinely address issues regarding leave, performance, military and civilian deposits.
- If you happen to get hurt while on the job, we will be there to help you thru the red tape. And when it comes time for you to leave the Federal workforce, we will be there to walk you thru this major milestone in you and your families life!

Directions to the HRO

Human Resource Office
1703 Coonskin Drive
Charleston, WV 25311

Located: (Building on the left with the Flagpole)
Go to the flag pole in front of building and enter the set of angled double doors in the corner.
Once inside the building, go to the top floor and all the way to the end of the long hallway.

PowerPoint Presentation

The purpose of this is to provide you with a basic understanding of how the technician program functions and provide you with knowledge of the benefits and entitlements that are available to you. Also, this presentation allows you to learn at your own pace and visit back as frequently as needed for a refresher.

Sit back, learn what you can and don't hesitate to write down any questions that you may have. Please feel free to email or call anyone in the Human Resource Office for questions, comments, or concerns.

THE BEGINNING

As with any new job, there is an enormous amount of paperwork to complete. This time is no different.

It is a REQUIREMENT that you complete the following forms.

……So, lets get started!

Forms

Print or have at the ready all forms needed for temporary tech's to complete.

That way, you can go through the forms and fill them out in accordance with this presentation.

SF 61 Appointment Affidavit

Fill Out top portion with all information

- Department or Agency = DoD
- Bureau or Division = NGB
- Place of Employment= Your work location

In this oath, you are swearing to support and defend the Constitution of the United States, foreign and domestic, bear true faith and allegiance, and you take this obligation freely, without any mental reservation or purpose of evasion; and you will well and faithfully discharge duties of the office that you are entering.

You will not participate in any strike against the Gov't of the US or any agency thereof and you will not participate while an employee of the Gov't of the US or any agency thereof.

You have nor anyone acting on your behalf, given, transferred, promised, or paid any consideration or in expectation or hope of receiving assistance in securing this appointment.

Sign at the bottom (Signature of Appointee)

Form I-9, Employment Eligibility Verification

- You will need to complete the Form I-9, *Employment Eligibility Verification*.
- Just complete Section 1, print the form (we do not need the directions or extra copies), sign and date.
- The list of acceptable identification documents are found in the directions in this form and will need to be sent to the HRO (i,e, military ID, Civilian Drivers License, SSN).

OF 306, Declaration for Federal Employment

- You will need to complete the OF 306, *Declaration for Federal Employment.*
- This form is used to determine your suitability for Federal Employment.
- Note: If you answer YES to any question you are required to explain in block 16. Failure to do so will result in re-completion of the form.
- You will need to complete numbers 1-17b (not 17a), 18-18c if it applies. Sign and date.

Pay Documents $$$

- Next you will complete paperwork to get paid. That is unless you want to work for FREE!!! Depending on your component (Army or Air) follow the instructions below.

- ARMY TECHNICIANS
  Complete the next four forms and submit to the HRO!! We will forward your pay documents to the USPFO once received.

- 130th/167thTECHNICIANS
  You need to see your payroll office for completion of applicable pay documents. These forms will NOT come to the HRO.

Form W-4

- The first form is the *Form W-4.* If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. If in doubt, fill out the form and send it in.
- You will need to complete the bottom portion labeled “Employee’s Withholding Allowance Certificate” numbers 1-7.
- Sign and date where is says “Employee signature”.

- The second form is the FORM CD-525, *Employee Address.*

- You will need to complete numbers 1-11. Print the form (we do not need the directions or extra copies), sign and date.

SF 1199A, Direct Deposit Sign-Up Form

- The third pay form is the SF 1199A, *Direct Deposit Sign-Up Form.*
- If you are Converting to an Excepted Appointment with no break in service, you do not need to complete this form. You will know if this applies to you. If in doubt, fill out the form.
- You will need to complete Sections 1 & 3.
  - Letter A is self explanatory.
  - Letter B is your name.
  - Letter C is your social security number.
  - Letter D is self explanatory.
  - Letter E is self explanatory.
  - Letter F is the Fed. Salary/Mil. Civilian Pay
- Section 3 is the name and address of your Financial Institution. Don't' forget to put your routing number in Section 3!
  - Print the form (we do not need the directions or extra copies), sign and date.

DD 2058

- Fill out top part and State Tax Information at the bottom.
- Sign, write current mailing address, and date.

SF 256, Self-Identification of Handicap

- You are required to complete the SF 256, *Self-Identification of Handicap*. Although the form is required, the identification of a handicap is NOT required. *If you choose not to identify your handicap enter code 01.*
- The form will not be housed in your OPF. This form is given to our State Equal Employment Manager Lt Col Hale for statistical input.

SF 181, Ethnicity and Race Identification

- This form is used for statistical purposes only . It will not be housed in your OPF. It will be given to the State Equal Employment Manager LTC Hale for input.
- You are required to complete the SF 181, *Ethnicity and Race Identification.*

WV HRO 990-1, West Virginia National Guard Physical Fitness Program

- Each technician employee may voluntarily participate in an approved physical fitness activity or program no more than 3 hours each week, normally one hour each on Monday, Wednesday, and Friday.
- All activities must begin and end at the worksite and you must sign out and back in once finished.
- Coordinate with your supervisor for specific location, time, and activity.

SF 144, Statement of Prior Federal Service

- You will need to complete the SF 144, *Statement of Prior Federal Service,* mistake free.
- You will need to complete numbers 1-9. Print the form (we do not need the directions or extra copies), sign and date.
- If you were at any time in the past a Civilian Federal Employee, you will indicate that time on #5.
- On #7 you will need to list all your Military Title 10 time(s). This includes Basic Training, some Military Schools, regular Active Duty time and deployments. These are the most common Title 10 times. If you believe that you have other Title 10 times just check the orders that put you on the Active Duty. If the DD214 does not indicate Title 10, please bring the order for the said DD214. If you are still not sure, list the times and bring this to the HRO attention.

  ***It is very important to list all applicable military service under Title 10 and all prior Federal, Civilian Service.**

Personal Contact Sheet

- Next is the Personal Contact Sheet. This is the form that HRO will use to contact you if we need information from you or if we would need to give you information.

LEAVE TYPES

Leave Types

Leave is broken up in three categories.

- Paid
- Non paid
- Compensatory

Service Computation Dates (SCD)

An SCD is an arbitrary date that is created by off-setting your hire date by using various creditable time periods. SCD's in general illustrate how much time is creditable toward a specific entitlement or benefit such as your leave.

The more creditable service you have, the more annual leave you will earn per pay period. This is determined by your Leave SCD.

Paid Versus Non Paid Leave

We are going to review different types of LEAVE. There are many but we are only going to cover the most common ones in this presentation! Absence and Leave are covered in the National Guard Technician Handbook, Chapter 6 and also in TPR 630 under our Regulations Tab on the HRO website.

ALL leave taken is recorded on the form OPM 71.This form MUST be signed by your supervisor and turned in every pay period.

Annual LEAVE

- **Annual Leave (LA): Use of this leave MUST be pre-approved. LA is meant for e purpose of LA is for personal use.**
- **Temporary Technicians are not entitled to accrue LA until their appointment is extended beyond the 90th day.**
- **It is accrued at the rate of 4 hrs, 6 hrs or 8 hrs per pay period. All Technicians start out accruing 4 hrs. After HRO receives your Title 10 Active Duty DD 214's and/or documents supporting prior Civilian Federal employment, you may be bumped up to the 6 or 8 hrs per pay period.**

- **The HRO will calculate a total of your combined service based on the documentation you provide to us. That date, subtracted from your hire date, becomes your LEAVE SCD. That date is what your combined service for leave accrual is based on.**

  …so now you can understand why it is very important to provide HRO with all Title 10 and/or prior Civilian Federal employment times!!!!

  Technicians may carry over no more than 240 hrs of LA to the next fiscal year. If you do, this is what is called "use or lose". If you do not use any hours over 240, you will lose those hours over 240!

Military Leave

TEMPORAY TECHNICIANS ARE NOT PERMITTED TO ACCRUE LM!

Sick Leave (LS)

Sick Leave (LS): LS is accrued at 4 hrs per pay period. There is no limit on how many hours of LS that can be accrued. You may use LS for any of the following:

- medical/dental exams or treatments.
- Incapacitation for performance of duties by illness.
- Adoption of child, bereavement purposes, care for an ill family member.

You are responsible for notifying your supervisor ASAP regarding the use of LS.

PAID LEAVE-Holiday Leave (LH)

Holiday Leave (LH): LH is given to all Civilian Federal Employees on Federal Holidays. Federal Holiday's are indicated in red ink on Federal calendars. Other days can be considered a Federal Holiday if the President of the United States declares them a Federal holiday. Below are the traditional Federal holiday's:

- New Year's Day
- Martin Luther King JR's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

- If you wish to further educate yourself on LH, go to www.opm.gov.

NON PAID LEAVE-LWOP (KA)

Leave Without Pay-LWOP (KA): This is also known as Personal LWOP. Although a non-pay status, is still must be requested by the employee and approved by the supervisor.

Each request for LWOP should be examined closely to ensure that the value to the government or the serious needs of the employee are sufficient to offset such costs and administrative inconveniences. LWOP granted to an employee may not at a later time be converted to annual or sick leave, except in disability retirement and employee workers compensation cases in which claims are disallowed.

- ***CAUTION: LWOP for personal reasons that exceeds specific time limitations can delay the due date of the next step increase; it can eliminate leave accrual for the pay period; and can affect creditable service**

NON PAID LEAVE-LWOP-US (KG)

Absent Uniformed Service, LWOP-US (KG):

KG is only used when you are on a Military order. Below are reasons that you could be in KG:

- Military Training
- Deployments
- During Terminal Leave from Military orders

* **LWOP for military duty does not impact a due date of a Within Grade Increase (if applicable) and it does affect leave accrual by changing to prorated accrual.**

COMPENSATORY TIME EARNED-CE

- Compensatory Time Earned (CE): CE is in lieu of overtime. Compensatory time is accrued only in support of the activity/base/unit missions and should be requested in advance and must be approved by the supervisor.

- Compensatory time must be taken within 26 pay periods from the pay period in which it was earned. CE is earned in ½ hour increments and you MUST have your supervisor approval prior to you performing the CE. CE must be used within 26 pay periods in which it was earned, or it will be forfeited. There are no exceptions to this rule.

- CE is recorded on the form NGB 46-14 which MUST be signed by your supervisor and turned in every pay period.

Comp Time for Travel

Compensatory Time off for Travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Travel must be officially authorized for work purposes and must be approved by an agency official.

For the purpose of compensatory time off for travel, time in a travel status includes: time spent traveling between the official duty station and a temporary duty station; time spent traveling between two temporary duty station; and the usual waiting time (1-2 hours) that precedes or interrupts such travel (e.g., waiting at an airport or

train station prior to departure). An extended waiting period, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes is not considered time in travel status.

Timecards

- Every 2 weeks YOUR timecard will be submitted to your payroll office. This timecard will tell your payroll if you have used or earned any leave and what kind of leave.
- Every department or shop is assigned a timecard keeper. Often this is your supervisor but not always. The timecard keeper will receive your blank timecard from payroll and will submit your completed timecard to payroll.
- It is recommended that you physically see your timecard every pay period before it is submitted to your payroll. It is easier to correct a timecard before payroll sees it than after!
- Time card codes have been provided throughout this presentation where applicable. They are two letter codes. (Example LA, CE, LM)

Technician Handbook

- This handbook discusses in detail every aspect of a
  Federal Technician's employment.
- Key subjects are addressed throughout this presentation, however not ALL topics will be discussed. This is YOUR career and you have been provided all of the tools that you need to learn as little or as much as possible about the benefits and entitlements associated with your new employment.
- Although this handbook does not cover everything, is a an excellent tool that will point you in the right direction and provide basic guidance.

Injuries at Work

- As a Federal Employee you may be covered under the Federal Employees Compensation Act or FECA for short. This law is in place to provide employees treatment and compensation as a result of an injury or disability sustained while in the performance of your duty as a technician.
- The FECA is a federal law administered by the U.S. Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP).
- All entitlement decisions are made by DOL.
- What is covered under the FECA?
  - Traumatic Injury
  - Occupational Disease
  - Recurrence
- What are the benefits under FECA?
  - Medical Services/Treatment
  - Wage Loss Compensation
  - Continuation of Pay

Injuries at Work…Cont.

What do I do if I am injured in the performance of my job?

1. **Report any injury or incident to your supervisor IMMDEIATELY. This is submitted to OWCP electronically and they then make a decision to accept or deny your claim.**

2. **Report any change in your medical status to your supervisor-Updated accurate medical information ensure that your claim is processed expediently.**

You will need to read the OWCP Memo and sign and date the last page.

My Biz/My Workplace

My Biz/My Workplace **is an online site that provides employees a way to view their records that are created through the HRO data system.**

- **Enables technicians to view and update personal information to include your personal profile, training and education information, and emergency contacts.**
- **Allows technician to view a snapshot of their employment to include position, salary, benefits, performance information, awards, and notifications.**
- **ALL SF50's are available strictly through my/biz under the personnel actions tab. This gives you visibility of your own employment and career.**
- **You can also send out verification of employment data straight from MyBiz if you are applying for a loan!**

My Biz-How to Access

Log on to https://compo.dcpds.cpms.osd.mil

- Your CAC card must be registered to access this site.
- If you encounter problems accessing this site, please refer to the My Biz instruction packet on the HRO homepage or contact a systems technician in the HRO for further guidance.

Reg WRI's (also known as Step Increases)

Reg WRI's are periodically increases in pay that are granted based on length of service, outstanding performance and if you are a WG or GS employee. See below for the time periods you must serve for each employee type. For more details on Reg WRI's please see the Technician Handbook.

- WG's
  - For temporary, permanent and indefinite employees.
    - Step 2 – 26 calendar weeks of creditable service in Step 1.
    - Step 2 – 78 calendar weeks of creditable service in Step 2.
    - Step 3 – 104 calendar weeks of creditable service in Step 3.
    - Step 4 – 104 calendar weeks of creditable service in Step 4.
- GS's
  - For permanent and indefinite employees only. Temporary GS Employees ARE NOT ELIGIBLE!

Pay Chart

I bet you want to know when you are getting paid? Well, the pay chart is your answer!

Refer to the Pay Chart under the forms section, find the pay period that we are currently in, look at either Army or Air to determine pay date.

Military Technician Bonus and Student Loan Repayment Information

Effective 25 February 2010:

1) Acceptance of either an Indefinite or Permanent Military Technician position or an AGR position:

~ bonuses are terminated without recoupment provided the Soldiers serves one day or more in the M-day status after the effective date of the bonus payment. Additional bonus payments are no longer accelerated.

~ loan repayment program is terminated without recoupment, Soldier may be eligible for a final prorated repayment. Repayment requests will be submit on a DD 2475 through the Soldier's unit to the lender 90 days prior to their anniversary date. Lenders will return the DD 2475 to SGT Burkhart, Incentives Manager (copies from Soldiers and units will not be accepted). Annual repayment will be processed once the completed form has been received

Military Technician Bonus and Student Loan Repayment Information

Bonus Examples:

PVT Joe is due the first portion of his bonus payment on 1 March 2011, for PVT Joe to keep the bonus payment he must complete one day in the M-day status before accepting a Military Technician or AGR position. PVT Joe is eligible to accept the Military Technician or AGR position on 3 March 2011 and keep his bonus payment. IF PVT Joe accepts his bonus on 2 March 2011, the bonus payment is terminated with recoupment.

PVT Joe extends while deployed and accepts a Military Technician or AGR position prior to the effective date of the incentive. Incentive is terminated and no payment will be processed.

Military Technician Bonus and Student Loan Repayment Information

Loan Repayment Examples:

PVT Joe enlists/extend in the ARNG and accepts the loan repayment program. Six (6) months into his enlistment/reenlistment he accepts a Military Technician or AGR position. PVT Joe's loan repayment program is terminated and he is not eligible for the first loan repayment. PVT Jones must complete one year on his enlistment/extension to be eligible for the first repayment.

PVT Joe is due the first loan repayment on 1 March 2011. PVT Joe is eligible to accept a Military Technician or AGR position on 2 March 2011. Repayment will not be recouped and no additional repayments will be processed.

PVT Joe is due the first loan repayment on 1 March 2011. PVT Joe accepts a Military Technician or AGR position 6 months later. PVT Joe is eligible for a final prorated loan repayment. PVT Joe must submit a DD 2475 to receive the final payment - this will not be processed automatically.

Military Technician Bonus and Student Loan Repayment Information

2) Temporary Military Technician position for 180 consecutive days or more ~ incentives are terminated without recoupment and no additional payments/repayments will be processed.

3) Temporary Military Technician position for 179 consecutive days and less will continue to remain eligible for bonus payments and loan repayments provided all other eligibility requirements are met. Repayment requests will be submit on a DD 2475.

4) Military Technicians and AGRs are NOT eligible to extend to participate in the Loan Repayment Program or Reenlistment bonus.

Military Technician Bonus and Student Loan Repayment Information

5) **Military Technicians and AGRs that are deployed (on Title 10) are NOT eligible for the Loan Repayment Program or Reenlistment bonus UNLESS they have resigned from their Military Technician or AGR position and Soldier has no Military Technician or AGR position to return to after the deployment.**

6) **Soldiers who leave the Military Technician or AGR status and return to traditional guardsman status and receive an Incentive (bonus or loan repayment program) will not be able to return to either a Military Technician or AGR position until a minimum of 50% of their incentive contractual agreement is service (start date is the effective date of the Incentive - i.e. Bonus new contract date (day after current ETS) and Loan Repayment Programs date contract is signed) or the incentive will be terminated with recoupment**

TriCare Reserve Select coverage

Public Law 109-364 signed 17/OCT/2006, excludes individuals eligible for health insurance under the FEHB Program from coverage under TRICARE Reserve Select (TRS). Therefore, Selected Reserve members who are eligible for FEHB will lose their TRS coverage.

It is important for you to understand should your temporary appointment extend past one year you will no longer be eligible to continue TRS. Temporary employees are eligible for FEHB coverage after serving continuously for one year. Temporary employees pay their portion and the government's portion plus two percent administrative fee = 102% FEHB Premium!!

COMPLETE THE FOLLOWING MANADORY FORM 'TRS Memorandum'.

Reasons to Contact the HRO

- Qualifying Life Event (QLE)
- LWOP and RTD
- Name Change
- Changing your beneficiaries if you wish
- Leaving to accept another federal position
- Separation/resignation/retirement

Absent Uniform Service (A-US) and Return to Duty (RTD)

- A-US
  - When entering a return-to-pay status (after your LWOP of 30 days or less), you are REQUIRED to accept RTD for A-US. If a CT DOES NOT WISH TO RETAIN his/her A-US, they may use LEAVE to be in a pay status. This is why it is important for you to ask questions and know!
  - Before

Name and Address Changes

- Name changes must be initiated through an SF52 being submitted to the HRO. A copy of your new social security card, or a letter from the social security office must accompany the SF52 in order for your name to be changed
- Any Address Change for both military and civilian records can be accomplished through your two separate MyPay accounts. Ensure that you update both with the new address.

Leaving Federal Employment

-Just like you came to HRO for your IN-PROCESSING, you are REQUIRED to contact HRO for an OUTBRIEF. Your supervisor must submit an SF 52 to HRO indicating your separation.

-If you are transferring to a position in another Federal Agency it is VERY IMPORTANT that you provide a good POC for that agency so the HRO can coordinate a smooth transfer of all of your benefits and your leave, and request your records. If the transfer is done incorrectly then there may be a delay in your PAY.

Congratulations!

Now that you have completed this presentation below is a checklist to help you determine what you need to turn in:

___ All DD214's and Title 10 Orders
___ Copy of 2 forms of Identification
___ SF 61 Appointment Affidavit
___ Form I-9 Employment Eligibility Verification

.... Continued on Slide

___ OF 306 Declaration for Federal Employment
___ W-4 Withholding Statement
___ 1199A Direct Deposit
___ Form CD 525 Employee Address
___ DD 2058 State Tax Information
___ SF 256 Self Identification of Handicap
___ SF 181 Ethnicity and Race Info
___ SPMO Form 12 Standards of Conduct
___ SF 144 Statement of Prior Federal Svc
___ Personnel Contact Sheet
___ Statement of Understanding for Temp Techs
___ TriCare Reserve Select Memo of Understanding
___ OWCP Memo

Next step: Turn in your completed packet to the Human Resource Office ASAP!

Talk with your supervisor to ensure forms are sent to the HRO prior to the end of your first week!

If not received in time, you may not get paid on time!

Fax forms to 304-561-6435 Attn: Tech Benefits

(With coversheet and number of pages faxed)

OR Email documents to

techbenefits@wv.ngb.army.mil

Primary Points of Contact

For all Benefits Related questions:

- SSG Michelle Woodall 304-561-6428

For all Retirement and OWCP questions:

- SGT Brooke Goldsberry 304-561-6429